

# **DSA Project Inspector Examination Application Package**

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## **2002 Exam Dates:**

<u>Examination Dates</u>	<u>Earliest Postmark Date for Filing</u>	<u>Latest Postmark Date For Filing</u>
Saturday, March 23, 2002	November 30, 2001	January 25, 2002
Saturday, June 22, 2002	March 1, 2002	April 26, 2002
Saturday, September 21, 2002	May 17, 2002	July 19, 2002
Saturday, December 7, 2002	August 30, 2002	October 11, 2002

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## **Exam Application Fee Increase:**

The exam application fee has increased to \$195.00

## **Availability of Application Form:**

Additional application forms are available on our website: [www.dsa.dgs.ca.gov](http://www.dsa.dgs.ca.gov).  
For Project Inspector Application and instructions click on "Inspector Info."

**The exams will be based on the 1998 Title 24 codes.**



## PROJECT INSPECTOR EXAMINATION APPLICATION

**EXAMINATION DATE (Check one):** ☐ March 23, 2002 ☐ June 22, 2002  
☐ September 21, 2002 ☐ December 7, 2002

**TIME:** Part 1 (Plan Reading) Approximately 8:00 AM – noon

Part 2 (Code Knowledge) Approximately 1:00 PM – 4:00 PM

**FEES:** **\$195.00** Please make checks payable to: Division of the State Architect (no credit cards)  
Mail application and fees to: DSA, 1130 K Street, Suite 101, Sacramento, CA 95814

Office Use Only

ID# \_\_\_\_\_

CK# \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_  
Last Name First Name MI

**CANDIDATES WITH DISABILITIES OR SPECIAL REQUESTS:** If you have a disability or special need that restricts your ability to take a test under standard conditions you may request special testing arrangements. **The request must accompany this application.** For disabilities, clarification of both the disability and the need for special accommodations by a licensed medical professional is required.

**CERTIFICATION:** I hereby certify that I am the person indicated above, that I meet all the requirements to sit for this examination and that all information given is true and complete. I understand that any false statement will be cause for voiding this application and any subsequent certification. I further certify that I will not reveal the contents of the examination to anyone and affirm that I will abide by the rules of the examination. I understand that upon certification, my name and phone number will be available to the public.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Day Phone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Pager #: \_\_\_\_\_

County: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Which exam are you applying for? ☐ Class 1 ☐ Class 2 ☐ Class 3 ☐ Class 4

Which part are you applying for? ☐ Both ☐ Part 1 (Plan Reading) ☐ Part 2 (Code Knowledge)

Exam Location Preference: ☐ Northern California ☐ Southern California

Prerequisite (see list on page 2 of the instructions) and/or inspector certifications already held. Copies of certifications/licenses/diplomas are required.

Description: \_\_\_\_\_ Certificate/License #: \_\_\_\_\_

### EDUCATION:

School/College/University Degree/Certificate Date Graduated

Office Use Only

A \_\_\_\_\_

P \_\_\_\_\_

E \_\_\_\_\_

\_\_\_\_\_

# Experience Record Form

All experience must be submitted on Experience Record Forms. Resumes are not accepted.

Experience Record Form# (Number each form for easy reference, e.g. 1, 2, 3): \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location (City/State): \_\_\_\_\_

Employer: \_\_\_\_\_ Phone # \_\_\_\_\_

Address of Employer: \_\_\_\_\_

DSA File Number and Application Number (if applicable): \_\_\_\_\_

My duties on this project commenced on \_\_\_\_\_ and ended on \_\_\_\_\_.  
date date

During this time period \_\_\_\_% of my total work time was spent on this project.

**Project Description: (Check all that apply)**      **Approximate Cost: \$** \_\_\_\_\_

- ☐ New Construction – (sq. ft.): \_\_\_\_\_    ☐ Addition – (sq. ft.): \_\_\_\_\_    ☐ Relocatable  
☐ Alterations (including seismic upgrades, fire repairs and rebuilds – describe below).

**Type of building (for new construction or additions only)**

- ☐ Single family (or duplex) residential      ☐ Multi-family residential      ☐ Commercial  
☐ School (under DSA jurisdiction)      ☐ Hospital      ☐ Military  
☐ Other: \_\_\_\_\_

**Primary lateral load-resisting system (for new construction and additions only)**

- ☐ Plywood shear wall      ☐ Concrete or masonry shear wall  
☐ Concrete or steel moment or braced frame      ☐ Other: \_\_\_\_\_

**Your Duties and Responsibilities: (Please check one. See pages 6, 7 & 8 of instructions.)**

- ☐ General Superintendent in charge of all aspects of construction  
☐ Tradesman – CHECK ONE: ☐ Foreman    ☐ Journeyman    ☐ Apprentice  
    INDICATE TRADE:    ☐ Carpenter    ☐ Concrete    ☐ Steel    ☐ Mechanical or Plumbing  
                                  ☐ Electrical    ☐ Other (describe) \_\_\_\_\_  
☐ Project Inspector (personally inspecting all aspects of the work on a continuous basis)  
☐ Special Inspector or Assistant Inspector (describe responsibilities below)  
☐ Intermittent Inspector (e.g. local building department inspections etc. – describe below)  
☐ Project Manager/Construction Administrator (describe responsibilities below)  
☐ Design (describe responsibilities below)  
☐ Other (describe below): \_\_\_\_\_

**Additional information:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify under penalty of perjury that the information I have entered on this application is true and complete. I further understand that any false, incomplete, or incorrect statements may be cause for voiding this application and any subsequent certification. I authorize the employers identified on this application to release any information they may have concerning my employment to the State of California.

APPLICANT'S SIGNATURE	DATE SIGNED
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## PROJECT INSPECTOR EXAMINATION APPLICATION INSTRUCTIONS

The following four items must be submitted to apply for the examination:

**Application:** Fill out the attached application (please do not use old applications for previous exams), include daytime phone numbers and pager numbers where you can be reached. Note that applicants must be at least 25 years old to qualify for the examination.

**Fee:** \$195.00 non-refundable (checks or money orders only, no credit are accepted).

**Prerequisite:** See page 2 for a list of acceptable prerequisites. Send a copy of any one of the prerequisites. It is not necessary to send ICBO certificates for special inspections or other certificates that are not listed as acceptable prerequisites.

**Experience Record Forms:** The experience requirements are the most important part of your application. Three years of qualifying experience is required. Experience must be gained in the classification of construction appropriate to the examination class for which you are applying (see Project Classification descriptions on page 3). Also, the maximum amount of experience that qualifies towards the exam is limited for various aspects of construction (see Qualifying Experience Limitations on page 6). The intent is to require each applicant to have a wide variety of construction experience to qualify. For example, 20 years of special inspection experience will only count for six months towards the Class 1 or 2 exams (or 24 months towards the Class 3 exam). Therefore, it is not necessary to document all 20 years of special inspection experience on your Experience Record Forms. **Read all instructions carefully before filling out the Experience Record Form(s). All experience must be submitted on an Experience Record Form to be considered.**

### General Information:

The examination is designed to determine the competence of the applicant in the areas of common construction practice, plan reading, techniques of construction and inspection as well as knowledge of applicable codes, statutes and regulations.

Each examination consists of two parts; a 'plan reading' part in the morning and a 'code' part in the afternoon. Applicants must pass both parts of the exam to obtain certification. Each part lasts three hours. There will be 30 minutes allowed prior to the plan reading part to review the drawings provided. One hour is allowed for lunch. Lunch is **not** provided.

Candidates who pass the examination will be required to re-certify every four years. Re-certification requirements are described on our website at [www.dsa.dgs.ca.gov](http://www.dsa.dgs.ca.gov). Click on "Inspector Info" and search for "*Inspector Re-Certification Information*."

**Applications must be postmarked no later than the final postmark date for filing.**

**Resumes are not acceptable in lieu of Experience Record Forms.**

## Examination Schedule:

<u>Examination Dates</u>	<u>Earliest Postmark Date for Filing</u>	<u>Latest Postmark Date For Filing</u>
Saturday, March 23, 2002	Friday, November 30, 2001	Friday, January 25, 2002
Saturday, June 22, 2002	Friday, March 1, 2002	Friday, April 26, 2002
Saturday, September 21, 2002	Friday, May 17, 2002	Friday, July 19, 2002
Saturday, December 7, 2002	Friday, August 30, 2002	Friday, October 11, 2002

Candidates will be notified of acceptance to sit for the examination approximately three weeks after the latest postmark date for filing and will be notified of the examination results approximately 28 days after the examination date. Examinations will be held in northern and southern California, the number of locations will depend on the number of candidates.

## List of Acceptable Prerequisites:

One of the following prerequisites is required.

- a) Certification of the International Conference of Building Officials as a UBC Building Inspector.
- b) Certification of the American Construction Inspectors Association as a Registered Construction Inspector, Division II (building).
- c) Certification of the Office of Statewide Health Planning and Development as a Class A or Class B inspector.
- d) Certification of the Division of the State Architect as a Relocatable Building Inspector - Site, or - In plant or prior approval as a Project Inspector on a school project.
- e) A degree in engineering from an accredited university (submit transcripts, and a description of technical classes, for foreign universities).
- f) A degree in architecture from an accredited university (submit transcripts, and a description of technical classes, for foreign universities).
- g) California State Licensed General Building Contractor. License must be current and active. Applicant must be the "Qualifying Partner" if the license pertains to a partnership.
- h) Letters of recommendation from three California licensed architects and/or structural engineers **who have worked with the applicant and are familiar with DSA requirements for school inspectors** (sample form letter is available on the DSA website: at [www.dsa.dgs.ca.gov](http://www.dsa.dgs.ca.gov), click on "Inspector Info").
- i) Employed by the State of California as a building construction inspector.

## Project Classification:

There are four classifications of construction projects as defined below. All projects are "classified" by DSA during plan review. An individual must hold a certificate of the appropriate class to apply for the position of "project inspector" for a specific project. Individuals must be evaluated and approved by DSA for each specific project prior to start of construction.

### Class 1:

- Buildings or additions of 2,000 square feet or greater that utilize materials other than wood-frame shear walls (masonry/concrete shear walls, steel brace frames, concrete, or steel moment-resisting frames) as the primary lateral load-resisting system.
- Substantial structural alterations to the gravity and/or lateral load-resisting system of the building types described above.

### Class 2:

- Buildings or additions over 2,000 square feet or greater that utilize wood-frame shear walls as the primary lateral load-resisting system. Projects may be single or multi-level, not limited in floor area, and generally have a estimated cost of under \$8,000,000. The project may contain incidental masonry, concrete and/or structural steel construction (e.g. gravity load carrying columns and beams). Buildings may have isolated exceptions to the lateral load-resisting system, such as a steel brace frame at one location in the structure.
- Buildings or additions of less than 2,000 square feet in floor area that have primary lateral load-resisting systems utilizing concrete, masonry or steel construction. A single-story masonry building with a regular configuration (see C.B.C. Sec. 1629A.5.2), a floor area of less than 7,000 square feet, and a wood-frame roof structure *may* be considered to be a Class 2 structure.
- Two-story relocatable buildings (on-site construction) utilizing shop-fabricated building frames.
- Alteration, modernization, and reconstruction projects that exceed the limitations of the Class 3 scope of work, but do not include substantial alterations to structural systems of concrete, steel or masonry.
- Non-building structures that exceed the limitations of the Class 3 scope of work.

### Class 3:

- Buildings or additions of wood-frame, single-story construction, with conventional (spread footing) concrete foundations and a total floor area less than 2,000 square feet. Structures must utilize wood-frame shear walls as the primary lateral load-resisting system. The project may include isolated steel or concrete elements (e.g. steel or concrete columns).
- Structural alteration projects limited to wood-frame, single-story construction. When deemed appropriate by DSA, alterations to (or addition of) isolated steel, masonry or concrete elements may be included in Class 3 projects. Alteration projects involving significant changes to the lateral load-resisting system may be classified as Class 2 projects.
- Alteration and modernization projects that are primarily non-structural, such as electrical, mechanical, plumbing, disabled access features, and site improvement work, generally with an estimated cost of under \$1,000,000.
- Non-building structures, such as signs and poles less than 35' in height, bleachers with a maximum of 5 rows of seats, walls less than 10' in height above grade, and single-story canopies less than 200 square feet in horizontal projected area.

### Class 4:

- Site installation of premanufactured, single-story relocatable buildings.

Inspectors who pass the Class 1 examination are qualified to apply for any project. Class 2 inspectors may apply for Class 2, 3 or 4 projects. Class 3 inspectors may apply for Class 3 or 4 projects.

## How to Fill out Experience Record Forms:

1. **Experience Record Form #.** Number each form sequentially. The first form should be your most recent project. To record different types of duties and/or different types of construction that occurred on the same project use separate Experience Record Forms labeled 1a, 1b, etc.
2. **Project name, location, employer, etc.** Phone number and address of employer for older projects may be omitted if unavailable. If you were self-employed, use the name of the entity you contracted with as the "Employer." Every effort must be made to obtain all information; DSA reserves the right to disallow experience for which incomplete information is submitted.
3. **DSA file and application number.** To receive credit for school projects the DSA file and application numbers are required. OSHPD numbers may be reported in this space for hospital projects.
4. **Start/end dates.** Report start/end dates for the actual construction time to the nearest month.
5. **Percentage of time spent on project.** Generally, experience will be obtained at the rate of approximately 40 hours per week. In many cases some of the time spent on a particular project will not result in productive qualifying experience; this is understood and acceptable. However, if a project is shut down for more than two weeks, is part time, or involves significant (more than 10% of the time spent) 'non-qualifying' duties, you must enter the percentage of your time spent on 'qualifying' duties. If you have divided a project into "subprojects" this space may be used to report the percentage of your time spent on each part of the total project.
6. **Duties and responsibilities.** Check only one box; if you served in more than one capacity on a project submit separate Experience Record Forms for each type of experience. Attachments may be required to describe your responsibilities clearly for certain categories.
7. **Project description.** Large projects involving more than one type of construction may be reported on separate Experience Record Forms. Alternatively, you may write in the percentage of your time spent on each aspect of the project after the appropriate check box. For example: if you spent 50% of your time inspecting an addition and 50% inspecting alterations write in "50%" after each check box.

## Choosing Projects for Your Experience Record:

**Resumes are not accepted in lieu of Experience Record Forms. Only experience submitted on Experience Record Forms will be evaluated.**

**Use a separate Experience Record Form for each project.** Do not group different projects with the same employer together. For large projects that involve buildings of different types you may elect to split the project up into "subprojects" in order to describe your experience clearly.

**Use a separate Experience Record Form for each type of experience gained on a single project.** If you gained different types of 'qualifying experience' (see pages 6 through 9) on a project, you may document each type of experience on a separate Experience Record Form.

**Choose projects that are relevant to the class of exam for which you are applying.** Experience on alterations, or seismic upgrade projects, is generally relevant to the Class 3 exam, not the Class 1, even if done on Class 1 type buildings. Experience in bridge or dam construction is generally not relevant at all since bridges and dams are built to different codes and standards than schools.

**Choose projects that reflect a variety of experience.** You must have a broad range of construction experience to qualify for the exam. Most types of experience are limited as explained in the Qualifying Experience Limitations (see page 6). If you were an electrician for ten years you need not document all ten years of electrician experience because only six months (eighteen months for the Class 3 or 4 exams) will count. Choose projects that reflect your experience in other trades or construction materials for the remainder of your experience.

**Choose projects where your responsibilities included actual "hands-on" construction experience.** Estimating, obtaining permits and drafting do not qualify as construction experience. If you performed both qualifying and non-qualifying duties on a particular project, estimate the percentage of time spent on each aspect.

**Prior school inspection experience.** If you have already been approved as the project inspector on a school building that fits the description of the exam class for which you are applying, *you already qualify*. You need only fill out an Experience Record Form for that single project. If you are applying for an upgrade you must have **two years** of experience as a project inspector at the next lower class. For example, if you have two years of project inspector experience on the construction of new wood frame school buildings (Class 2 type buildings) you qualify for the Class 1 exam.

**Experience must be gained by the Latest Postmark Date for Filing (see page 2).**



## Qualifying Experience Limitations

Three years of qualifying experience is required. Experience in a variety of trades is necessary to qualify as a Project Inspector. Towards this end the maximum number of months for common types of construction experience are limited as shown in the table. (For example: A carpenter who has worked for 20 years may only count 18 months of carpentry experience towards the Class 3 exam, the other 18 months of experience must be gained in other categories.)

Most qualifying experience will fit into one of the categories shown below. If you have experience of a type that is not shown, that you feel may be qualifying, be sure to describe your duties in detail on the Experience Record Form(s).

**See next page "Experience Guidelines" for definitions of Experience Categories and other important rules and exceptions.**

Exam Class	Construction				Inspection				Observation/ Administration	
	General Superintendent	Carpentry	Concrete Steel Mech'l Elect'l	Prior DSA Project Inspector Approval	General Assistant School Inspection	Special Inspection Welding, Masonry etc.	Gov't Agency Building Inspector	Arch'l or Engr'g Design of Schools	Construction Management/ Administration	
1	No limit	9 months	6 months	as a Class 2 inspector, no limit	12 months	6 months	Case by case	12 months	3 months	
2	No limit	9 months	6 months	as a Class 3 inspector, no limit	24 months	6 months	Case by case	12 months	3 months	
3	No limit	18 months	12 months	as a Class 4 inspector, no limit	No limit	24 months	24 months	24 months	6 months	
4*	No limit	24 months	12 months	Not applicable	Not applicable	No limit	24 months	24 months	12 months	

\* Note: Education and training from DSA recognized programs may count for up to 18 months of experience towards the Class 4 exam only (Engineering, construction technology or architectural programs at recognized colleges, etc.)

# Experience Guidelines

## General Information

Experience on residential construction only counts towards the Class 3 exam (not the Class 2).

Building construction experience gained outside of the United States is limited to one year towards the Class 3 or 4 exams, or six months towards Class 1 or 2. This limitation applies to the total of all experience. For example you can not add up six months of general superintendent plus six months of carpentry plus six months or electrical experience gained outside of the United States, only twelve months maximum will qualify (or six months for Class 1 or 2).

These guidelines may not be appropriate to every situation. Experience that is not described below will be evaluated on a case by case basis. Applicants will be evaluated based solely on the written information submitted on their Experience Record Form(s). Verification of duties or employment may be requested at the sole discretion of DSA.

## Construction Experience:

- 1. General Superintendent Experience – Supervision of all aspects of the construction and coordination of all subcontractors.** The general superintendent is the "at risk," on-site person in charge of the entire construction project. He or she is intimately familiar with the plans and specifications and provides quality assurance for the entire project. Administrative duties such as processing change order requests are secondary to the main duties of the general superintendent (see Project Management/Construction Administration on page nine). Experience in this category always counts toward the appropriate examination class without limit.
- 2. Journeyman or Foreman Carpentry Experience – Structural framing of plywood shear wall buildings.** Incidental carpentry involved in alterations work (framing interior partitions, cabinet work, fences, etc.) would not generally qualify; at least not towards the Class 2 examination (this type of carpentry experience may qualify towards the Class 3 or 4 examination). Supervision of carpenters does not qualify unless you also physically perform carpentry work in addition to the supervision of others. Carpentry experience can count for up to eighteen months of construction experience towards the Class 3 or 4 exams or nine months towards Class 1 or 2. These limits are increased by six months if work was performed on school projects under DSA jurisdiction.
- 3. Concrete, Steel, Electrical, Mechanical, Plumbing Experience – Physically performing the work of these trades on buildings.** Experience not related to building construction (for example, electrical work on computer systems) would not qualify. Experience in this category can count for up to one year of construction or inspection experience towards Class 3 or 4 exams or six months towards Class 1 or 2. These limits are increased by six months if work was performed on school projects.
- 4. Painting, Paving, Carpet-Laying and Other 'Non-Safety Related' Construction Experience.** Non-safety related trade work does not count as qualifying experience towards the examination.
- 5. Non-Building Construction Experience (bridges, dams, mechanical plant installations, etc.) –** Generally, non-building experience is not acceptable. Certain types of non-building experience may be accepted as a supplement to building experience on a case by case basis.

## **Inspection Experience:**

### **1. Prior Division of the State Architect (DSA) Approval as School Project Inspector:**

- a) Prior DSA approval on any Class 1 projects automatically qualifies an individual for the Class 1 exam (same for Class 2, 3 and 4). RBIP approval automatically qualifies for Class 3 exam. Prior RBIS approval automatically qualifies for the Class 4 exam.
- b) Two years of prior DSA approved project inspector work on Class 4 school projects qualifies an individual for the Class 3 exam.
- c) Two years of prior DSA approved project inspector work on Class 3 school projects qualifies an individual for the Class 2 exam.
- d) Two years of prior DSA approved project inspector work on Class 2 school projects qualifies an individual for the Class 1 exam.

**2. Special Inspection Experience on Schools – Welding, masonry and other types of code required special inspection work.** This type of experience can count for all 36 months of experience towards Class 4, up to 24 months of experience towards Class 3 or six months towards Class 1 or 2. Special inspection work on non-school projects may be accepted on a case-by-case basis.

**3. General Assistant School Inspector – Must be approved by DSA.** The experience gained by the assistant may vary widely. Generally, experience gained as an assistant will qualify towards the Class 3 examination. More responsible/extensive experience may qualify towards the Class 2 exam while less responsible/extensive experience may only qualify for the Class 4 exam.

**4. Intermittent Inspector – General "local building department" inspection of buildings.** Residential inspections qualify towards the Class 3 or 4 examination. Commercial building inspections may qualify towards the Class 2 or Class 1 exam on a case-by-case basis. Local jurisdictions have widely varying levels of inspection practices. Plan review or other non-inspection related duties do not qualify. Applicants will need to specify the percentage of time spent inspecting and provide detailed information on the types of inspections performed as well as the types of buildings inspected.

**5. DSA Approved In-Plant Inspection Experience (RBIP) -** can count for up to one year of Class 1 or Class 2 experience (due to the repetitive and limited nature of in-plant construction).

## **Other Experience:**

### **1. Project Management/Construction Administration on Schools under DSA Jurisdiction – Administrative duties related to organizing, planning, and coordinating a construction project.**

The duties of the construction manager (CM) often overlap some of the code-required duties of the architect, inspector and/or contractor. However, the *responsibility* for these duties remains with the parties specified in the code. The CM generally can not claim experience in categories that are the responsibility of others. The maximum amount of experience that qualifies is limited to six months of experience towards the Class 3 or 4 exams or three months towards Class 1 or 2.

**2. Licensed Architect or Structural Engineer - Design of school buildings under DSA jurisdiction.** Design experience subsequent to licensure may count for up to two years of experience towards the Class 3 or 4 exam or up to one year towards Class 1 or 2. Field observation of construction on school projects may qualify in addition to design experience on a case by case basis.

**3. Education –** Many colleges and universities offer programs specifically for inspectors. Degrees in construction technology, engineering technology, engineering and architecture may also qualify. A copy of a diploma, and transcripts describing the courses completed, are required. Education may count for up to 18 months of experience towards the Class 4 exam only. Education does not count as experience towards the Class 1, 2 or 3 exams (although a degree in engineering or architecture may qualify as a prerequisite, see page 2).

# DSA Inspector Examination Frequently Asked Questions

## 1. What should I bring to the exam?

**Answer:** You should bring the reference books that you would bring to the construction site to perform your inspections. The following is a list of things you may need; it is not meant to be an exhaustive list, nor will all reference books be of value during the exam:

- A simple calculator (non-printing, self-contained, silent. Palm top computers are not allowed)
- The 1998 version of Title 24, Parts 1, 2, 3, 4, 5, 9 and 12
- West Coast Lumber Inspection Bureau (WCLIB) Lumber Grading Rules
- American Welding Society (AWS) D1.1, Structural Welding Code
- American Institute of Steel Construction (AISC), Steel Construction Manual
- ASTM reports for common construction materials and practices
- California State Accessibility Manual,
- National Fire Protection Association (NFPA) 13, 14, 17, 17-A, 24 and 72
- All other reference books that you would bring to the jobsite to perform inspections on a project. All bound reference books are permitted. Please be aware that you may not have time to look up every question.
- Do not bring ring bound notebooks (ring bound codebooks are allowed) or loose paper of any kind. Do not bring DSA seminar handout binders.

## 2. How should I study for the exam?

**Answer:** The exam is meant to test for practical construction experience as well as knowledge of the code and the ability to read and interpret drawings. It is difficult for a person with no practical field construction experience to learn the detailed construction knowledge necessary to pass the exam from studying books or taking classes. The best teacher is actual experience, either performing construction or assisting another inspector on a large job. Of course, studying the codes and other reference books mentioned in question 1 above is also recommended. Some further resources that may be beneficial include:

- Classes which may be available at community colleges.
- Seminars provided by the American Construction Inspector's Association (ACIA), aimed at school inspection as well as more general inspection topics.
- ACIA monthly meetings where inspectors can share their ideas and experiences.

## 3. Does DSA provide training for prospective inspectors?

**Answer:** No, DSA provides seminars for school project inspectors. The DSA seminars concentrate on continuing education and code updates. The seminars are NOT intended to train new inspectors or to provide coaching for the inspector examinations. DSA seminars are mandatory for all school project inspectors. The seminars are intended to ensure that project inspectors are knowledgeable of the rules, regulations and standards that apply to the inspection of school construction.

## 4. If I take the Class 1 exam and miss passing by a small margin, will I be certified as a Class 2 (or Class 3) inspector?

**Answer:** No, you must decide which exam you want to apply for and pass it. Even if you miss the passing score by only one point you will have to retest.

## **DSA Inspector Examination Frequently Asked Questions – Cont.**

**5. What are the cost and cancellation policies?**

**Answer:** The cost is \$195.00 payable at the time you submit your application.

- No refunds will be made even if an applicant is not permitted to take the examination due to lack of age, prerequisite or experience. Read the instructions carefully before sending in your application and the fee.
- Applicants who are accepted but are not able to attend the exam due to emergencies will receive a one-time transfer to the next scheduled examination. No cash refunds are available for cancellations.

**6. My Relocatable Building Inspector – Site (RBIS) Certificate is expiring; how do I renew it?**

**Answer:** The RBIS examination has been discontinued. Certification as a Class 4 inspector will be the minimum acceptable level to inspect the site installation of relocatable buildings.

**7. How do I get approved to do in-plant inspection of relocatable buildings?**

**Answer:** Relocatable Building Inspector In-Plant (RBIP) Certificates are issued to individuals who pass the RBIP test. The RBIP test is separate from the general inspector tests. The RBIP test is given on an individual, as needed basis. Contact Aimee Shiroma at (916) 323-5971 for an application and additional information on this program. Class 1 inspectors qualify to apply for "in-plant" inspection work.

**8. What kind of experience do I need to qualify for each class of examination?**

**Answer:** Experience requirements are described in detail in this application package.

**9. My construction experience doesn't fit into any of the categories; how do I report it?**

**Answer:** Mark "other" and describe your experience in the space provided at the bottom of the Experience Record Form. You may attach additional pages if there isn't enough space.

**10. I received a letter stating that additional information is required to qualify; what should I do?**

**Answer:** The paragraphs that are checked on your letter explain what additional information is required. Most applications are returned for further detail on the applicant's experience. The following suggestions may help to clarify your experience:

- Fill out the Experience Record Form with detailed information on your past experience on a project by project basis; attach additional pages as required (resumes are not acceptable).
- Include pertinent information such as start and finish dates for each project and the percentage of time spent on separate tasks such as 'inspection' versus 'construction management'.
- Overlapping projects will only count once (if you did ten different projects over a three-month time frame you will be credited with three months of experience, not 30).
- You should have experience in all (or at least many) aspects of building construction, additional years of experience in a single trade are not considered qualifying. For example, a carpenter with 20 years of experience building school buildings will not qualify unless he has experience in other aspects of construction (electrical, mechanical, plumbing, etc.). The Project Inspector on even a small school project must have knowledge in many facets of construction.
- Emphasize your construction experience. Practical field construction experience is generally considered to be at least as important as education in code and plan reading skills.
- DSA realizes that each applicant's experience and background are unique. If you have experience that is not addressed in the guidelines, or other special circumstances, this will be considered. If you have further questions please call Aimee Shiroma at (916) 323-5971.

## **DSA Inspector Examination Frequently Asked Questions – Cont.**

**11. How long do I have to wait to re-take the exam if I fail?**

**Answer:** You must wait six months to re-take the same class of exam. You may take a different class of exam (as long as you qualify) on the next exam date. If your exam results come out after the final filling deadline for the next exam you can still apply for up to one week after you receive your results.

**12. I failed the "plan reading" part of the Class 1 exam and passed the "code" part. Can I re-apply for the "plan reading" part only?**

**Answer:** Yes, but you must wait six months to re-take either part of the same class of exam.

**13. I failed the "plan reading" part of the Class 1 exam and passed the "code" part. Can I take only the "plan reading" part of the Class 2 exam or do I have to take both parts of the Class 2 exam?**

**Answer:** You must take both parts of an exam class to receive a certificate even if you already passed one part of a more difficult exam.

**14. Do I have to be certified to serve as an assistant inspector?**

**Answer:** DSA has instituted a pilot program allowing uncertified individuals to be accepted as assistant inspectors under certain conditions. An application must be filed with the DSA headquarters office. If accepted, the individual's name and phone number will be posted on the DSA web site as an acceptable candidate for assistant inspector work. (A form SSS-5A must then be submitted to the DSA regional office describing the specific duties to be performed by the assistant inspector for a specific job). Further information is on the DSA website:

[www.dsa.dgs.ca.gov](http://www.dsa.dgs.ca.gov) under "Inspector Info."

### **Other Miscellaneous Information:**

**Certification does not guarantee that an individual will be approved for any school project. Experience, workload and past performance will be evaluated and considered on a case-by-case basis by the DSA field engineer.**

The "Relocatable Building Inspector - Site" (RBIS) examination program has been terminated; Class 4 certification is the minimum requirement to inspect the installation of relocatable buildings.

The "Relocatable Building Inspector - In Plant" (RBIP) examination program is unaffected by the new exam programs. The RBIP examination is still available on an individual basis. Note: Class 1 certification also qualifies an individual to apply for "in plant" inspection projects.

The fee for the examination is \$195.00, **non-refundable**. Applicants who do not qualify to take the exam will **not** receive a refund. Applicants who are unable to take the exam due to unforeseen circumstances may forward their fees to the next scheduled exam.